



King County
LEAD SHEET METAL WORKER
(Safety-Sensitive Position*)
DEPARTMENT OF TRANSPORTATION
METRO TRANSIT DIVISION / VEHICLE MAINTENANCE SECTION
Hourly Rate: \$30.95
Job Announcement: 06AB6094
OPEN: 5/31/06 CLOSE: 6/14/06

*Applicants for positions defined as safety sensitive are required to undergo drug testing prior to employment and, subsequent to commencement of employment, will be subject to random, post accident, reasonable suspicion, return to duty, and follow up drug and alcohol testing in compliance with federal DOT alcohol and controlled substances testing program protocols.

WHO MAY APPLY: This represented position is open only to **Transit Division employees who have completed two years of current, full-time journey level service at Metro within the classification to be led** (overtime hours not applied) as of the closing date of this job announcement. This recruitment will be used to fill one current vacancy and may be used to establish an eligibility to fill future vacancies that may occur over the next twelve months.

WHERE TO APPLY: Required forms and materials must be sent to: 201 S. Jackson Street, M.S. KSC-TR-0419, Seattle, WA 98104 or hand-delivered to the Career and Employment Center at 201 S. Jackson Street, Floor 1A. Application materials must be received **by 4:00 p.m. on the closing date.** (Postmarks are NOT ACCEPTED.) Contact Adrienne Bunney at (206) 684-1087 or adrienne.bunney@metrokc.gov for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. All written correspondence will be sent to the address on your paycheck. You are responsible for notifying Human Resources within two (2) working days of any change of address.

FORMS AND MATERIALS REQUIRED: A [King County safety sensitive application form and data sheet](#), resume, and letter of interest detailing your background and describing how you meet or exceed the qualifications are required.

WORK LOCATION/ WORK SCHEDULE: Assignment may be to any of the Vehicle Maintenance base locations. Positions in this classification work 40 hours per week and are overtime eligible. Shift work; hours may vary.

DUTIES AND RESPONSIBILITIES: This position directs and coordinates the work of assigned sheet metal workers and performs journey-level body and structural maintenance and repair duties on transit coaches, non-revenue vehicles and facilities, and related components as required. Primary duties include:

- Assign work to sheet metal workers in accordance with work orders and preventative maintenance schedules.
- Direct and coordinate and assist sheet metal workers in the inspection, diagnosis, overhaul and repair of body and structural parts on buses, trolleys, cars, cleaners, fork lifts, street carts, line hoisters and ventilation systems.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

JOB LINE (206) 296-5209 WEB SITE ADDRESS <http://www.metrokc.gov/jobs> TTY (206)-296-8535

- Perform or assist in the welding, riveting and brazing of metals in the repair and fabrication of body and equipment sections working from blueprints, sketches and oral instructions.
- Respond to questions and provide technical advice and assistance to sheet metal workers on work assignments.
- Provide lead direction to other employees in skilled craft areas on assigned work projects.
- Train new and current personnel in required aspects of maintenance and repair and base safety procedures.
- Inspect completed work assignments to ensure that work has been completed in a quality manner and that equipment is in proper working order.
- Maintain shop records or work orders, completed repairs, time worked, and materials used.
- Input and extract data using a computer terminal.
- Perform other related duties as assigned.

QUALIFICATIONS:

- Two years of journey level experience at Metro within the classification to be led by the closing date of the posting.
- A valid Washington State commercial (Class B optional) driver's license is required.
- Ability to demonstrate predictable, reliable, and timely attendance.
- Demonstrated ability to drive in a safe and responsible manner.
- Lead experience is desirable.

PHYSICAL REQUIREMENTS: The job requires considerable physical skill and sustained periods of physical effort. Frequent lifting or carrying of welding and cutting tools weighing up to 20 pounds is required. Lifting up to 100 pounds with assistance is also required.

SELECTION PROCESS: There are four (4) parts to the process.

Part I: A record review will be completed only on applicants who demonstrate their competitiveness by meeting the minimum qualifications as described above. The record review will be conducted based upon the work record calculations criteria described in this announcement. If you pass the record review, you will proceed to the next part of the recruitment process. Points accrued in the review will not be carried over and added to points received on the written exam (i.e. points will not be added or subtracted from the written exam results based upon the work record).

Upon completion of a record review, the hiring authority will issue notification slips for candidates to review the results of the work record evaluation. Candidates will be asked to sign their work record calculations worksheet in the presence of the hiring authority, who will also sign it. If there are discrepancies or disagreements about the work record evaluation, they must be resolved prior to the hiring authority submitting the record review form to Transit Human Resources.

Part II: A written exam will be given to all applicants who meet the work record calculation threshold requirement. This exam has been developed with the assistance of current Vehicle Maintenance Transit Supervisors and Chiefs. It will include, but not be limited to, a multiple choice exam, a written test including problem solving segments, assessing judgment in handling difficult situations, policies, procedures, the labor agreement, calculating time, and working with tables and charts. This will be a closed book exam. This test may include the use of a computer.

Part III: The most competitive candidates may be invited to participate in a panel interview. Candidates will not be allowed to bring notes or other written materials into or out of the interview.

Part IV: Transit management will make the final selection of candidate(s) to be hired and/or placed on

an eligibility list based on the outcome of the recruitment process. If an eligibility list is created it will remain in effect for twelve months, or until exhausted, at the discretion of the hiring authority. Final offers of employment are contingent upon satisfactory reference checks and an acceptable driving record.

Work Record Calculation Criteria:

- All calculations are based on the fact that the applicant is a current, full-time journey-level Transit Vehicle Maintenance employee within the classification of Equipment Service Worker.
- Work record calculations will be based on the employee's most recent twenty-four (24) months of full-time work history at King County Metro. For this recruitment, the period from 05/31/04 - 05/31/06 will be reviewed.
- Employees must have worked at least 1,200 hours in each of the last twelve months. For employees that may have worked less than 1,200 hours per year due to FMLA protected leave, records will be reviewed beyond twenty-four (24) months for the equivalent amount of leave time.
- Employees with an annual performance appraisal rating in the previous twenty-four (24) months lower than 3.00 (satisfactory) will not be considered for this recruitment.
- Applicants will be screened out of the selection process if the record review totals **15 or more points**.
- Points will be assigned within each of the following work record categories:

Unexcused Absences	8 points each (previous 12 months)
Late Occurrences	3 points each (previous 180 days)
Major Infractions	15 points (previous 24 months)
Minor Infractions	5 points (previous 12 months)
Suspension or decision making leave	10 points (previous 24 months)

UNION MEMBERSHIP: This position is represented by Local 587 of the Amalgamated Transit Union.

CLASS CODE: 752270